

MONTANA FISH, WILDLIFE & PARKS
INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Tom Reilly/Assistant Administrator

ADDRESS: 1420 E 6th Ave

CITY: Helena

STATE: MT

ZIP: 59620

PHONE: 406-444-3752

EMAIL ADDRESS: treilly@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 4, 2019

APPLICATION DEADLINE: Friday, March 1, 2019 at 5:00 PM
(postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A
UNIVERSITY/COLLEGE****

POSITION TITLE: LWCF Grant Program Intern

OF POSITIONS: 1

LOCATION(S): Montana Fish, Wildlife & Parks Offices; Helena

WORK START/END DATES: Approx. June 3, 2019 to August 16, 2019

HOURS/WEEK: 40

TRAINING/ORIENTATION DATES: June 3, 2019

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC):

\$10.00/hour

Uniforms will be provided.

Vehicle will be provided for work related duties in the field.

POSITION DESCRIPTION:

The Federal Land & Water Conservation Fund (LWCF) is a grant program managed by Montana State Parks. Grants are awarded to communities throughout Montana for outdoor recreation projects such as local swimming pools, ball fields, playground equipment upgrades, and similar projects. Since its' inception in 1965 over \$37 million has been invested in nearly 800 individual projects statewide. Tasks for this internship

opportunity include: database management, updating files/records on individual projects, some coordination with our Federal contacts in the National Park Service (NPS), and potentially some site visits to individual projects statewide related to compliance.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Skills and Abilities:

- Applicant should be able to communicate effectively both in verbal and written forms.
- The candidate should be a self-starter and have the interest and ability to take on various tasks and problem-solve as they go.
- Proficiency in Word and Excel is needed, plus any experience using online database products such as Oracle is beneficial.

Suggested/Required Majors:

- Parks and Outdoor Recreation, Natural Resource Management, Earth Sciences, Environmental Education, Public Relations, or related areas of study.

Knowledge Needed:

- Candidate must be enrolled in college and have a high school education.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

- Applicant must submit: Resume, Cover Letter and 3 work/professional related references.
- Please include: trainings, special skills, certifications, etc.
- Please submit to contact person listed above, preferably via email.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

- No housing provided.